Field Trip Timeline

**Trip Date: __________**

**RESERVE A DATE & RECEIVE A CONFIRMATION EMAIL**
Sign and return the Teacher Agreement ASAP! This is attached to your confirmation email.

**Est. Date: __________**

**2 MONTHS PRIOR TO YOUR VISIT**
Be on the lookout for your curriculum box which contains Required Documents

**Due Date: __________**

**2 WEEKS PRIOR TO YOUR VISIT**
Required Documents due: Role Assignments, Chaperone Policy, and Student Completion Contract

**Due Date: __________**

**1 WEEK PRIOR TO YOUR VISIT**
Optional Documents due: Catered Lunch Form, Gift Shop Order Form

**Due Date: __________**

**DAY OF VISIT**
Bring bus sign and arrange students by group on bus

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A screenshot of an email from The Ronald Reagan Presidential Foundation & Library is also included, which reads:

**Co: Subject:** Your Discovery Center reservation is confirmed 3/5/2012
**Message:** Attached is the Teacher Contract and Policy Agreement. Each visiting teacher is required to sign and return it.

**Message:**

Dear Coordinating Teacher,

Congratulations! Your reservation is CONFIRMED for Thursday, March 8, 2012. Please review the Teacher Contract and Policy Agreement. Each visiting teacher is required to sign and return it.

Sincerely,

[Contact Information]

We look forward to providing your students with an exceptional experience!

[Approval Number]